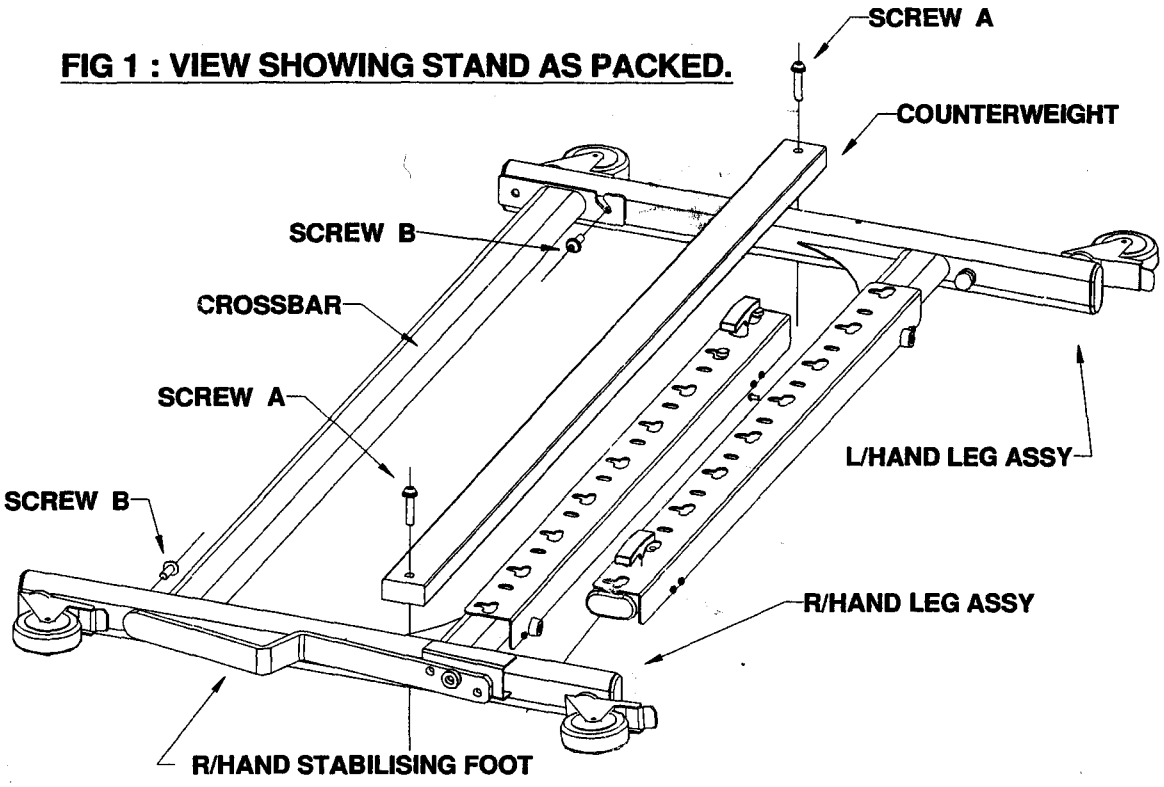
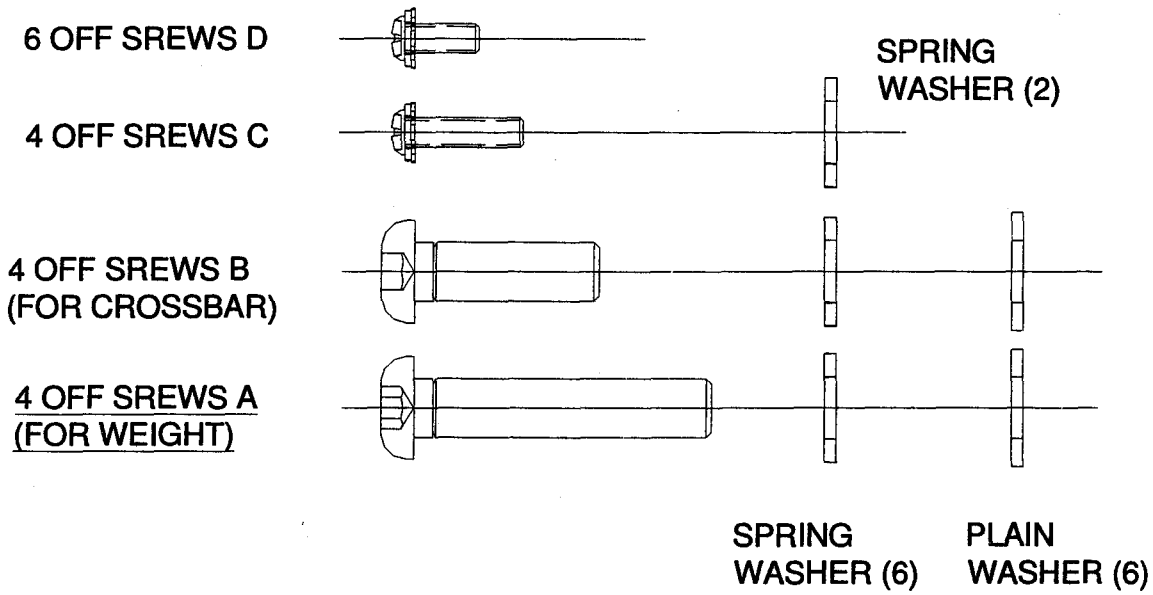
ASSEMBLING THE STAND

FIG 1 : VIEW SHOWING STAND AS PACKED.



Please read carefully and follow the instructions below for stand assembly. Open leaflet up fully in order to see fully assembled diagram at the end of this document.

The stand as packed, consists of four main metal components, L/Hand leg assembly, R/Hand leg assembly, Horizontal crossbar and a (heavy) counterweight which acts as a counter-balance. In addition a fixings pack will contain the required screws and Allen key for assembly. (Note some of the screws used to brace the Stand for shipment should be retained, as these are required for assembly.) To assemble the stand you should have the following screws:



ASSEMBLY INSTRUCTIONS.

For ease of assembly we suggest you ask an assistant to support the stand during construction.

1. Using Allen key provided remove screws A securing weight. Retain screws for use at a later stage. Remove heavy weight and put to one side.
2. Remove screws B and retain for use at a later stage. Remove remaining items from packaging.
3. Holding one of the Leg assemblies vertical put 1 screw B into the upper of the 2 holes on the inside of the vertical upright. See Fig 2 below. Note: only screw in approximately half way. Align the open slot in the crossbar over screw. Finger tighten screw. Put bottom screw B into lower hole in crossbar. Tighten both screws to secure.

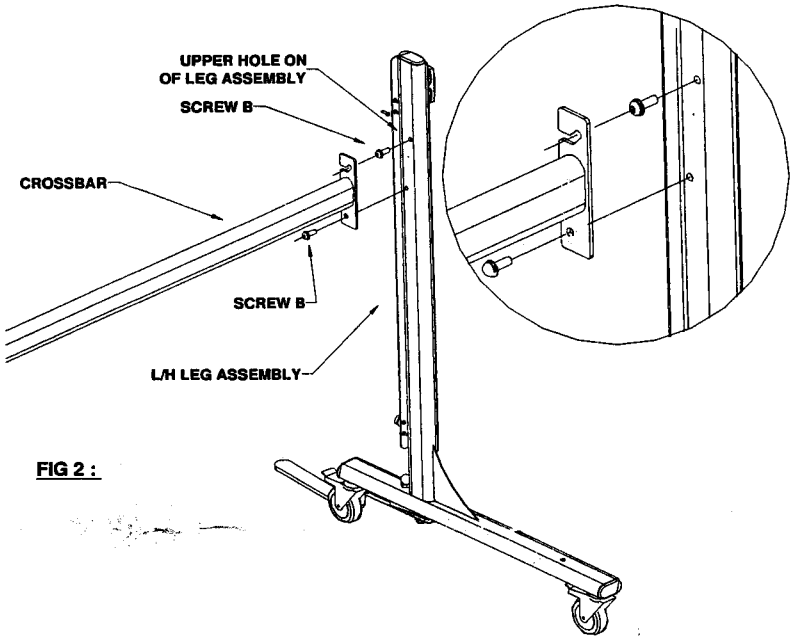
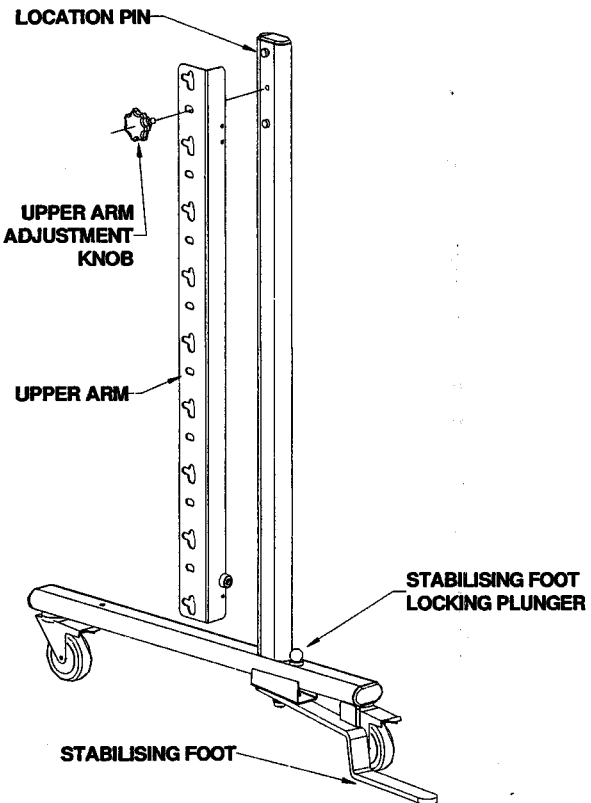


FIG 2 :



8.

4. Repeat the previous procedure for opposite Leg assembly.
5. Lay the counterweight over the rear of the stand legs.
6. Align the holes at one end and screw in Screw A to secure. Repeat to secure weight at opposite end.
7. **IMPORTANT** A range of ACTIVboard heights may be selected. The stand is pre-packed with the stand for use at the lowest possible position.

IMPORTANT SAFETY NOTE.

Never attempt to alter the height of the ACTIVboard stand without first removing the ACTIVboard from the stand. To adjust height of stand remove the Upper arm adjustment knob. (see fig 3) Remove the upper arm from the location pins. This then allows the arm to be raised or lowered in increments of 100mm (4 Inch). Note angular adjustment of the board is best carried out when the board has been mounted at a later stage. This is done by loosening the Upper arm Adjustment Knob at both sides, inclining the board to the desired angle and the re-tightening the knobs. (Maximum angle – 6 degrees.) Always ensure the 2 upper arm adjustment knobs are in place and tight prior to using your Activboard.

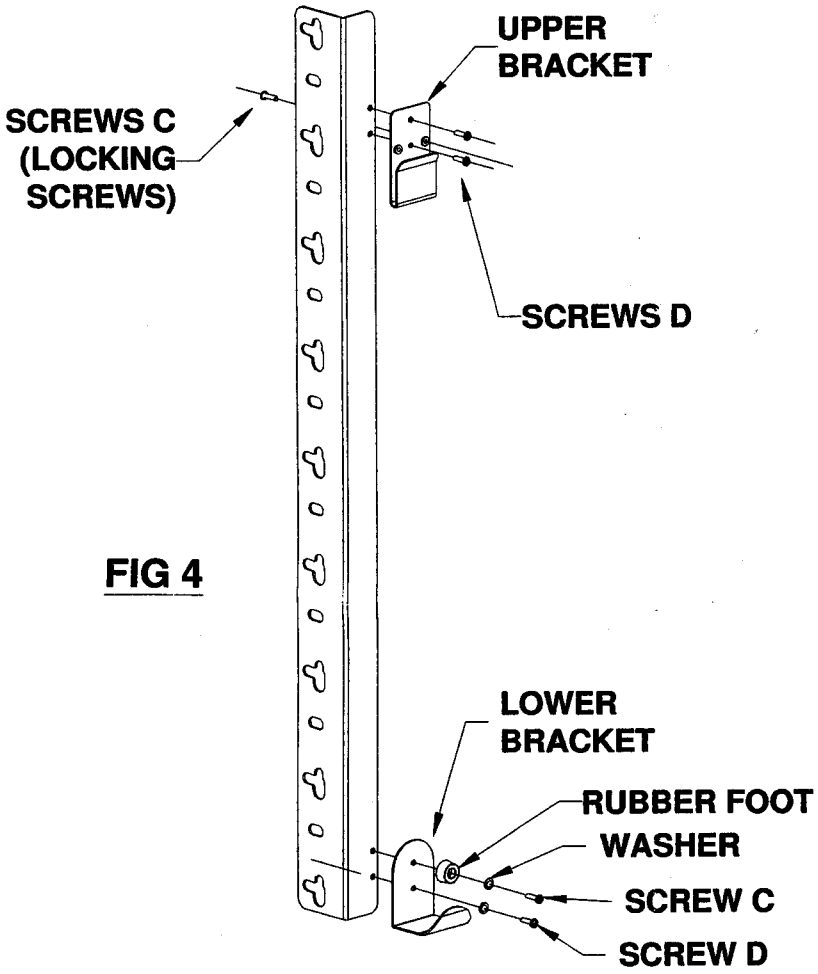


FIG 4

9. Note : Your system may have been supplied with mounting brackets packed with the whiteboard and another set packed with the stand. If this is the case disregard the brackets packed with the whiteboard and use the brackets supplied with the stand. The top and bottom mounting brackets should be fixed symmetrically. The top bracket is screwed into the top pair of holes and the bottom bracket is screwed to the bottom set of holes. Note the orientation of the slots in the arm relative to the brackets. See fig 4 for details.

10. **IMPORTANT SAFETY NOTE.** Care must be taken when rotating the stabilisation feet into the working position shown. **Ensure the stabilising feet are rotated and secured using the Locking plunger before using the ACTIVboard. To rotate from the "Packed" position lift the Locking plunger rotate the Stabilising foot forward (still holding the Locking plunger) when the foot is fully rotated release the Locking plunger. Ensure that the Locking plunger has located in the Stabilising foot before using the stand. See fig 3. Lock the two front wheels in position shown in fig 5.**

11. The ACTIVboard can now be mounted on to the stand. (2 people are required for this.) Ensure the 2 upper arm adjustment knobs are in place and tight prior to using your Activboard. Lift the ACTIVboard and initially rest the bottom edge on the lower brackets. Then lift again in order to "hook" the brackets on the rear of the ACTIVboard on to the upper brackets on the stand. Ensure the stand locking screws are installed to secure ACTIVboard. See Fig 4

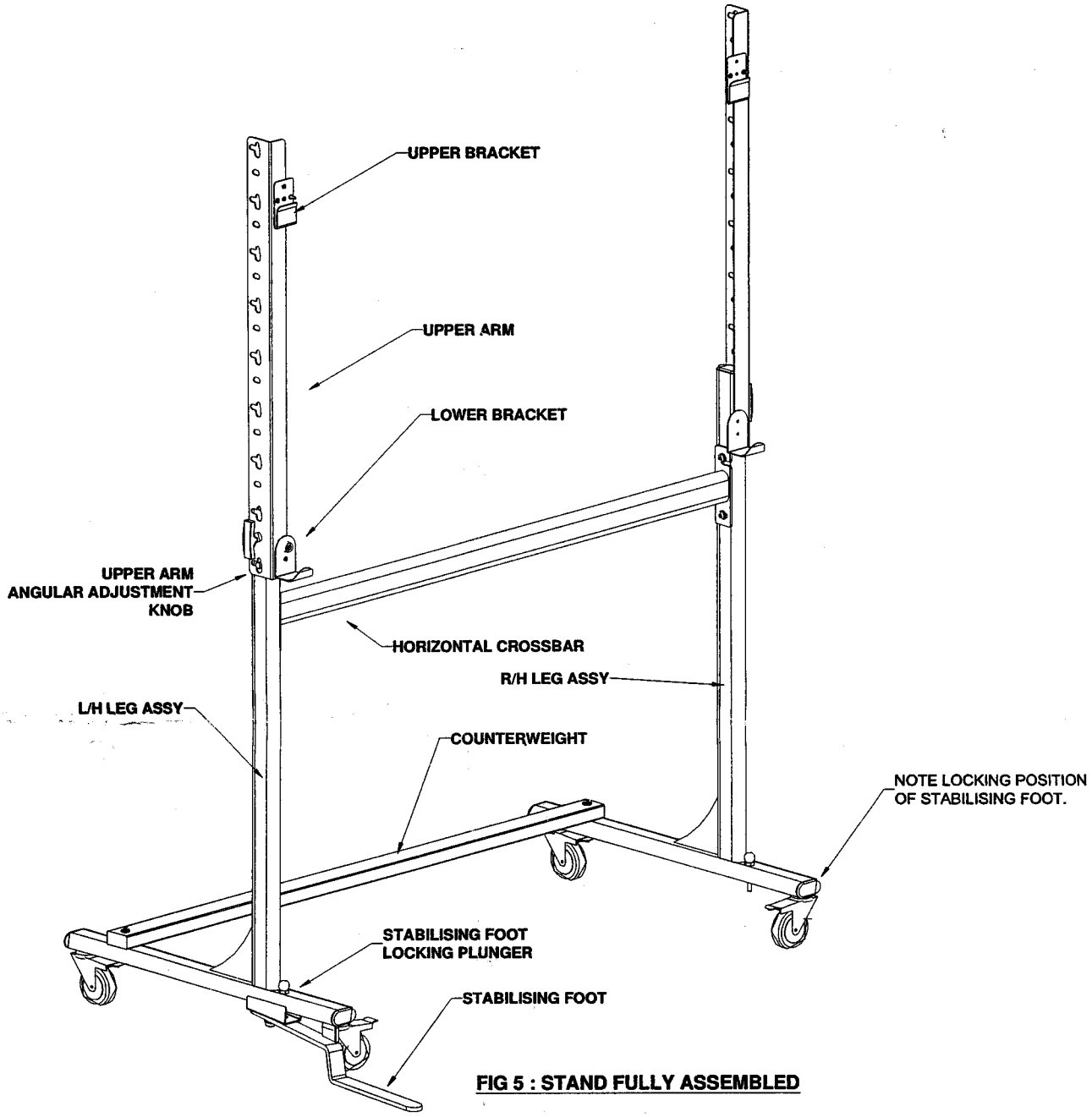


FIG 5 : STAND FULLY ASSEMBLED